

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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Warwick, RI 02886  
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## **Board Meeting Minutes**

**Thursday, August 18, 2011, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in attendance:</b>	<b>Guests:</b>
Fred Sullivan, Chairman	Mr. and Mrs. James Maintanis
Aaron Guckian, Secretary	Mr. Dennis Setzko, P.E., AECOM
Gary Jarvis	Mr. Erik Meserve, P.E., AECOM
Steven Sylven, P.E.	
Peter Ginaitt	
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Lynda E. Ortiz, Customer Service Manager	Lynn F. Owens, Administrative Coordinator
Mat Solitro, Collections Systems Manager	William E. Miranda, Admin. Technical Asst.

Prior to the Board meeting, the 2011 John A. Caruso Scholarship Presentation was held in the Conference Room. Award recipients Samantha H. Collins, Kyle Fitzsimmons, Jenna Mathias and Amanda Smith were honored for their accomplishments. Following the scholarship presentation, a High Water Mark plaque, donated by the National Oceanic and Atmospheric Administration, was unveiled at the front of the Administration building. Elected officials, city, state and federal employees, friends and family gathered for both events.

**1. Call to Order** At 5:37 p.m. Chairman Sullivan called this meeting to order.

### **2. Approval of Minutes**

a. Approval of minutes from the regular meeting held July 21, 2011.

ACTION: Mr. Guckian moved to approve the minutes. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **3. Billing Services Division**

- a. Purchase Authorization:** Water deduct meters and equipment for WSA customers serviced by the Kent County Water Authority

**ACTION:** Dan O'Rourke, division chief, Warwick Water Division, in attendance for this item.

Director Burke said she wanted to bring to the Board's attention the need to address outside water meters in our Kent County Water Authority (KCWA) service area. WSA has traditionally allowed separate water meters to record outside water usage not being returned to WSA for treatment. She stated Dan O'Rourke and the Warwick Water Division handle all aspects of deduct meters for customers in the City's service area but that we are running into a problem in the KCWA service area; our customers are asking for deduct meters, but KCWA does not get involved with deduct meters.

Director Burke stated WSA is proposing a deduct meter program for our customers in the KCWA service area, similar to that of the Warwick Water Division, where WSA would purchase deduct meters, software, and meter reading tools in order to get automated meter reads for outside watering. She stated in the long run it will create a more efficient process of recording water consumption not returned to WSA for treatment. She stated presently those KCWA customers with deduct meters will phone in meter reads annually which has become a burdensome and time-consuming task for our billing staff.

Director Burke, Chief O'Rourke and Financial Customer Service Manager Lynda Ortiz discussed with the Board the details of Warwick Water Division's deduct meter policy and how WSA would provide the same service to its KCWA customers. Director Burke stated she must identify a funding source prior to presenting the purchase to the Board for approval. An action item will be docketed for the September meeting.

**b. Sewer Assessment Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
James A. Maintanis	48A Saint George Court Plat 314 Lot 94	Assessed on 2.37 acres; as it exists, lot cannot be subdivided. Assess at 150' with resolution allowing assessment if ever developed.	\$54,857.35

**ACTION:** Mr. and Mrs. James Maintanis present.

Director Burke stated this recently assessed lot has no frontage on St. George Court but has access to sewers via a common lot containing a utility easement. She stated we have confirmed with the City of Warwick Planning Department that the property, as it currently exists, cannot be subdivided and developed. Staff has recommended that the lot be assessed on 150' as provided in our deferment policy for lots over one acre, with the balance being abated. The Maintanis'

## **Warwick Sewer Authority Board Meeting Minutes**

August 18, 2011, 5:30p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

stated there are also wetlands on the property. Mr. Guckian stated if the property is ever developed, newly created lots would be assessed. Director Burke stated we will ask the Maintanis' to record a resolution in the land evidence records confirming this action.

Mr. Sylven moved approval of the abatement under the condition that WSA reserve the right to assess the lot if it is developed. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **4. Operation and Maintenance Division**

- a. Facilities Plan Amendment & Energy Savings Measures  
Dennis Setzko, P.E., AECOM, to submit progress report

ACTION: Dennis Setzko and Erik Meserve in attendance. Mr. Setzko submitted a progress report on the Facilities Plan Amendment. He stated they have been focusing on the piloting work conducted over the summer. He stated they are evaluating the various processes with respect to the removal of phosphorous, and the associated costs of the processes. He stated things are going well.

### **5. March 30, 2010 Pawtuxet River Flooding**

- a. Financial Report of Flood Expenses: Director Burke is working on providing a modified report of flood expenses using the Finance Department's database.
- b. Flood Protection Study: Director Burke stated AECOM has been working on a flood protection study for WSA and is here to provide an update report. Mr. Setzko said AECOM was waiting for the USGS to report on the new 100-year and 500-year flood elevations, as that will drive continuing discussions on flood protection measures. He stated AECOM is waiting to hear if WSA will be identified by FEMA (through RIEMA) as a critical facility. He said they are moving forward with the borings program using groundwater monitoring devices to see what happens to the dike when the river elevates.

Mr. Jarvis asked what impact the removal of the dam at Pawtuxet Falls will have on WSA. Mr. Setzko stated the dam is too far downstream to have a positive effect on WSA.

- c. Mitigation Efforts: Director Burke stated she is finalizing WSA's request for EDA grant funds to elevate the Bellows Street pump station.

## **6. February 8, 2011 Cedar Swamp Sewer Line Break**

- a. Project Update**
  - i. Construction Activity Report
  - ii. Financial Report

## **7. Construction Division**

- a. Purchase Authorization: ArcView Editor, ESRI \$5,500.00 (plus estimated shipping cost of \$19.95)**  
ACTION: Held from July 21, 2011.

Director Burke clarified that this is a single user license; other city departments must purchase their own licenses. Bill Miranda, administrative technical assistant, discussed with the Board the ArcView computer programming and equipment currently in place at WSA, and explained the benefits of purchasing ArcView Editor.

Mr. Jarvis moved approval of the purchase. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

Messrs. Ginaitt and Guckian asked to see the results of the new software after eight to twelve weeks of delivery and installation.

- b. Sewer Project Update Report**
  - i. Governor Francis Farms Phase II
  - ii. Bayside IV/Longmeadow

Collection Systems Manager Mat Solitro provided an update report to the Board on the Governor Francis Phase II sewer project, which is up and running. Director Burke provided the Board with an engineer's drawing of the private Spring Green Corporation's plans for their sewer infrastructure. She said there are formal easement and maintenance agreements in place with the Corporation identifying responsibilities in terms of the sewer system on private property.

Mr. Solitro provided an update report to the Board on the Longmeadow sewer project. Chairman Sullivan reported that the area will be assessed in Spring 2012. Mr. Solitro stated final paving will be held until the spring to allow for proper settling (Draper Avenue will be paved prior to the opening of school). He stated he continues to deal with National Grid regarding additional construction costs resulting from the replacement of their service lines in our construction area. He stated he will work with legal counsel and the Department of Public Works to resolve this situation.

Chairman Sullivan asked about the status of the Governor Francis Phase III (GF III) sewer project. Director Burke stated it is almost fully designed,

## **Warwick Sewer Authority Board Meeting Minutes**

August 18, 2011, 5:30p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

however, WSA must define the location of the pumping station and identify funds for the purchase of land and construction. She stated WSA previously inquired with Alice Westervelt about the purchase of her property on Manor Drive. Mr. Solitro stated another option is the city-owned right of way at the end of Lansdowne Street. Chairman Sullivan and the Board discussed preparing for continuing sewer construction if/when the City Council approves continued borrowing of bond funds. He suggested staff inquire about preserving our right to build on the city's right of way in GFIII.

Director Burke provided an update on USEPA's efforts to facilitate movement between the Narragansett Indians and WSA in the Bayside project areas. Chairman Sullivan encouraged WSA to move forward with securing land for pump stations in the area. Director Burke stated there are no funds available to purchase the lots, and no bond authorization to move forward with construction.

### **8. Administrative Items**

#### **a. Director's Report**

- i. Financial Report: Financial reports included in Board agenda packets. Director Burke stated the 2006 loan has been fully expended.
- ii. Administrative Schedule: The next WSA Board meeting is scheduled for September 15, 2011.

#### **b. Chairman's Report**

- c. Grinder Pumps: Chairman Sullivan asked about the refurbished grinder pumps. Mr. Miranda stated two pumps were damaged beyond repair; the balance (48) have been refurbished; another twenty-five remain in inventory. Chairman Sullivan asked about the pumps for the Spring Green Corporation's low pressure system. Director Burke stated WSA is preparing a bid for grinder pumps to include the purchase of pumps by WSA and Spring Green Corporation (will be billed directly by vendor).

### **9. Consent Agenda – Correspondence**

- a. RIDEM to WSA re: Permit Modification, Cyanide (7-27-11)
- b. D. Rossiti letter to WSA in support of a Connect Capable Fee (7-29-11)
- c. WSA Resolution on Connect Capable Fee (8-1-11)
- d. WSA Financial Report to City Council (8-1-11)
- e. US EDA to WSA re: grant funds for Bellows Street (8-4-11)
- f. Save The Bay letter of support for a Connect Capable Fee (8-5-11)
- g. Homeowner Safety Valve Company report (8-8-11)

## **Warwick Sewer Authority Board Meeting Minutes**

August 18, 2011, 5:30p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

ACTION: Mr. Ginaitt commented that it's nice to see letters like that of Ms. Rossiti regarding the connect capable fee. He said she outlines our fiscal issues very eloquently. Mr. Ginaitt moved passage. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **10. Consent Agenda - Drainlayer License New (2011)**

- a. Adler Brothers Construction, Inc., 604 Putnam Pike, Greenville

ACTION: Mr. Jarvis moved approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **11. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Ginaitt asked for an update on 8 Ann Street at the next meeting. Director Burke stated she is meeting with the property owner tomorrow and will provide an update at the next meeting.

### **12. Old Business**

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Amendments to By-Laws
- d. Modifications to Septage Hauling Regulations
- e. GIS Program Status
- f. Connect Capable Fee

Director Burke stated the City Council will consider the connect capable fee at an upcoming meeting.

Mr. Sylven asked for a progress report on updating the sewer specifications and standards. Director Burke stated our Contract AA has been extended for a few months while we finalize the new language. She said we should be able to put the miscellaneous sewer extension contract out to bid soon which will include the new language. She stated WSA is considering adding into the contract some emergency line maintenance work, such as pipe lining.

### **13. PUBLIC COMMENT PERIOD**

Councilwoman Camille Vella-Wilkinson complimented the Board and staff on today's event installing the High Water Mark plaque to memorialize the Great Flood of 2010. She also complimented the Board on using IPP fees for four student scholarships this year. She said this speaks very highly of the fact that

**Warwick Sewer Authority Board Meeting Minutes**

August 18, 2011, 5:30p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

the Board members do see themselves as stakeholders to the City and you followed up with positive action. She stated on behalf of the City Council members, we recognize your actions and we appreciate it. She said she thought the Board was doing a great job and she thanked them for their service.

**14. Open Call for Executive Session Pursuant to RIGL 42-46-5 (a) (2) Litigation:**

Buttonwoods Beach Association/Buttonwoods Fire District

ACTION: Mr. Guckian moved that the WSA convene in executive session in accordance with R.I.G.L. 42-46-4 and 42-46-5(a) (2) to discuss pending litigation regarding the Buttonwoods Beach Association/Buttonwoods Fire District. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion approved.

At 7:23 p.m. the Board went into executive session. Board members, legal counsel and executive director participated.

At 7:48 p.m. the Board returned to open session. Mr. Guckian moved that the minutes of the executive session be kept closed in accordance with R.I.G.L. 42-46-4, 42-46-5 and 42-46-7(c). Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**15. Adjournment**

Mr. Sylven moved to adjourn this meeting. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 7:49 p.m. this meeting ended.

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Aaron Guckian, WSA Secretary

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Date